

# **Pudsey Wellbeing Charity**

Charity number 1153331

## **Annual Report and Financial Statements for the year ended 31 March 2019**



West Yorkshire Community Accounting Service

# **Pudsey Wellbeing Charity**

## **Annual Report and Financial Statements for the year ended 31 March 2019**

| <b>Contents</b>                     | <b>Page</b> |
|-------------------------------------|-------------|
| Trustees' report                    | 2 to 5      |
| Examiner's report                   | 6           |
| Receipts and payments account       | 7           |
| Statement of assets and liabilities | 8           |
| Notes to the accounts               | 9 to 10     |

**Prepared by West Yorkshire Community Accounting Service**

# **Pudsey Wellbeing Charity**

## **Trustees' report for the year ended 31 March 2019**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

| <b>Name</b>         | <b>Position</b> | <b>Dates</b>             |
|---------------------|-----------------|--------------------------|
| Kathleen Hill       | Chair           |                          |
| Patricia Trenaman   | Treasurer       | Appointed July 2017      |
| Geoffrey Thorne     |                 |                          |
| Linda Belderson     |                 |                          |
| Carolyn Weaver      |                 |                          |
| Eleanor Scougall    |                 | Appointed September 2018 |
| Isabel Vickers      |                 | Appointed April 2018     |
| Noreen Finister     |                 |                          |
| Rev. Richard Dimery |                 | Appointed February 2019  |

### **Charity number**

The charity was registered with the Charity Commission for England and Wales, number 1153331, on 9 August 2013. The name of the charity was changed to Pudsey Wellbeing Charity on 14 February 2019.

### **Principal address**

Pudsey Wellbeing Centre  
23 Robin Lane  
Pudsey  
West Yorkshire  
LS28 7BR

### **Bankers**

Yorkshire Bank  
Waver Green  
Pudsey  
LS28 7BG

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a charitable incorporated organisation (CIO) registered on 9 August 2013 and is governed by a constitution adopted on 27 July 2013 and as amended 13 September 2018. The charity's only voting members are its charity trustees.

### **Method of recruitment and appointment of trustees**

The charity is managed by a committee of at least 7 and no more than 12 trustees, of which between 6 and 10 are appointed by the trustees at a properly convened meeting and a further 1 or 2 are nominated by Robin Lane Medical Centre. Members serve for 3 years before seeking re-appointment or

# **Pudsey Wellbeing Charity**

## **Trustees' report (continued) for the year ended 31 March 2019**

### **Objectives and activities**

#### **The charity's objects**

The objects of the charity, as set out in its governing document, as amended on 13 September 2018, are

- 1) To support health and wellbeing, both mental and physical, by creating a social hub and network based at our centre in Pudsey.
- 2) To provide a range of facilities for recreation activities or other leisure time occupation for the benefit of the inhabitants of Pudsey and the surrounding area.
- 3) To improve quality of life for the general public with particular focus on the socially isolated and others who may have specific needs on account of age, disability, social or economic circumstances.

#### **The charity's main activities**

The main activities undertaken for the public benefit in relation to these objects are:

The provision of space within Pudsey Wellbeing Centre for a range of free, volunteer led activities

A range of activities, services and community events offered through the social, health and volunteering sector.

The charity is a social hub which provides free activities for the community run by volunteers. Our aim is to support health and wellbeing and improve the quality of life for the general public by giving people an opportunity to meet new people and make new friendships.

Through our volunteer programme the local community can be inspired to get involved and engage with our town. It is an opportunity for people to be creative and enables our volunteers to share their skills or life experiences, as well as being part of a friendly and supportive group.

All money raised at our events and from charity fundraising is used to provide free activities for the local community.

#### **Public benefit statement**

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

#### **Achievements and performance**

In 2018 – 2019 there were 27 volunteer led groups meeting regularly in the Wellbeing Centre, providing activities, stimulation, interest and a welcoming meeting place for the many local people who benefit from them. We also host businesses, such as Pianoworks piano lessons and Weight Watchers, which complement our objectives and rent space within the Centre thereby providing income for the charity.

A number of new groups have started this year, including Conversational Spanish which is a group where people can practise speaking Spanish with a local volunteer. We also have a Community Garden which is just beginning to take shape; the idea is to plant flowers and some herbs and vegetables in the grounds of the charity building and invite local people to get involved! This group is also run by volunteers and is free to attend. This is a new group and we are hoping that it will grow and be successful in the year to come.

We have had a number of very successful fundraisers over the last year including a Comedy Night, Car Boot Sale and Christmas Fair, these events raised a total of £717.

There is also a regular Spoken Word event held in Café Lux where the entrance fee is donated to Pudsey Wellbeing Charity; over the year this event has raised almost £200 for the charity.

Our wonderful volunteers not only staffed our reception area, providing a warm welcome and valuable information for visitors to the Centre, they were also crucial to the success of all our events. We could not function without them.

There has also been an increase in donations from local business and clubs in the area in the last year and we feel that this indicates that our charity has become an integral part of our community as we are becoming better known.

We would also like to say thank you to Pudsey Pacers, a local running group who generously donated £500 to the youth café. The Pudsey Pacers also supported us in 2017/2018 and we are really grateful for their continued support!

Thanks also to The Bankhouse Inn for donating a proportion of their ticket sale from their Bankfest event in the summer of 2018; our charity received £500 which is greatly appreciated!

# **Pudsey Wellbeing Charity**

## **Trustees' report (continued) for the year ended 31 March 2019**

### **Achievements and performance (continued)**

Another wonderful fundraiser was held by the Bearded Sailor fish and chip restaurant which teamed up with one of our volunteers! Our volunteer Paul works at sea and grew a beard on one of his trips to raise money for Pudsey Wellbeing Charity, becoming the Bearded Sailor! The restaurant then collected money and raised the profile of the fundraiser on social media. This was a fantastic effort and we really enjoyed collaborating with the Bearded Sailor and Paul who raised £265 for our charity!

Our Art Workshop led by volunteer and local artist Geoff Lea has created a 2020 calendar which we intend to sell in 2019 to raise money for Pudsey Wellbeing Charity. Geoff has created some beautiful paintings of the local area and developed the calendar with the help of a local printing company, Kudu.

Staff and volunteers have worked together to approach local companies and ask for sponsorship for the calendar. The intention was to get 12 local companies to sponsor a page each for £100 and that this money would cover the cost of printing the calendar which means that all money from sales would directly benefit the charity. We have been successful in our aim and now have 12 sponsors including two sponsorships from individuals who wanted to show their support for the charity.

In total we have raised £1,250 to cover the cost of printing with one company donating £150! A special thank you to our sponsors for their support: Grangefield MOT and Service Centre; The Grove Care Home; LT Cleaning Services; Mr and Mrs Whitley; The Bearded Sailor; Rentequip UK Ltd; Pudsey St Lawrence Cricket Club; The Fleece Inn (Pudsey); Rodley Flooring; PDS Windows; Yorkshire Rose Monumental Masons; and Marlene Blake and Diana Murdoch.

We will be holding a launch event in Café Lux at the end of May when calendars are going on sale!

In January we learned that Dominique Dunand-Clarke, our charity manager, was expecting her first child. We advertised a temporary one year post to cover her maternity leave and in March, from a number of excellent candidates, we were able to recruit Vera Pavlova-Teasdale who started work in April 2019.

### **Financial review**

The Pudsey Wellbeing Centre building, which houses the charity and Café Lux, is owned by the partners at Robin Lane Medical Centre, Pudsey. The charity leases the building for a notional £1 a year. The partners from Robin Lane continue to provide financial support for the charity for which we are very grateful.

The Trustees raised a total of £91,379 in 2018-19, which is slightly more than in the previous year. The bulk of the charity's income is unrestricted and is used to deliver the charitable programme. Room and event hire continue to be the largest source of income, allowing the charity to meet the costs of running the building and cover staffing costs.

The net receipts for the year were £4,851, including net receipts of £5,683 on unrestricted funds and net expenditure of £832 on restricted funds, after transfers.

#### Restricted funds

Originally funded by grants, the arts programme started the year with £1,835 in the fund; a further £1,707 was raised from subscriptions from the members of the "Raise Your Voice" choir and £3,511 was paid out in expenses, leaving £31 in the fund at the year end. This amount is being transferred into an unrestricted fund that will, in future, be designated for use by the choir.

Through two grants amounting to £2,666, Leeds Council Youth Activity Fund continued to fund workshops and activities for young people attending the Youth Café sessions, Also received was a generous donation of £500 from Pudsey Pacers and £474 from group subscriptions. Spending on activities amounted to £ 2,637 and, the year having started with a deficit of £586, the fund remaining at the year end amounted to £ 417. These funds are being carried over into the next year.

# **Pudsey Wellbeing Charity**

## **Trustees' report (continued) for the year ended 31 March 2019**

### **Reserves policy**

The trustees have reviewed the charity's reserves policy and, in order to safeguard the charity from unexpected drops in income and other difficulties as well as to enable us to take advantage of any opportunities that present themselves, have decided to increase the level of reserves we aspire to achieve to between 3 and 6 months running costs. On current figures, the desired level of reserves therefore should be between £22,844 and £45,689.

The level of reserves actually held at the year end amounted to £10,414 which, although being almost double the previous year's amount and a significant improvement, does not yet fall within the desired range. Trustees will work towards building up the reserve fund step by step over the coming years whilst monitoring progress and keeping the policy under regular review.

Signed on behalf of the board of trustees:

Signed: .....

Date: .....

Name ..... (Trustee)

## **Pudsey Wellbeing Charity**

### **Independent examiner's report to the trustees of Pudsey Wellbeing Charity Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2019, which are set out on pages 7 to 10.

#### **Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: ..... Name: Stephen Procter

Date: .....

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Pudsey Wellbeing Charity**  
**Receipts and payments account**  
**for the year ended 31 March 2019**

|  | Notes | 2019          | 2019         | 2019          | 2018           |
|--|-------|---------------|--------------|---------------|----------------|
|  |       | Unrestricted  | Restricted   | Total         | Total          |
|  |       | funds         | funds        | funds         | funds          |
|  |       | £             | £            | £             | £              |
| <b>Receipts</b>                              |       |               |              |               |                |
| Grants and donations                         | (2)   | 6,674         | 3,166        | 9,840         | 47,404         |
| Room rent and hire                           |       | 74,294        | -            | 74,294        | 31,840         |
| Events                                       |       | 1,743         | -            | 1,743         | 3,713          |
| Fundraising                                  |       | 3,304         | 2,181        | 5,485         | 5,472          |
| Other income                                 |       | 17            | -            | 17            | 210            |
| <b>Total receipts</b>                        |       | <b>86,032</b> | <b>5,347</b> | <b>91,379</b> | <b>88,639</b>  |
| <b>Payments</b>                              |       |               |              |               |                |
| Staff costs                                  |       | 34,093        | -            | 34,093        | 32,805         |
| Premises                                     |       | 39,189        | -            | 39,189        | 50,390         |
| Office costs                                 |       | 3,322         | -            | 3,322         | 1,078          |
| Equipment                                    |       | 574           | -            | 574           | 479            |
| Group costs                                  |       | 1,766         | 6,148        | 7,914         | 10,008         |
| Fundraising and PR costs                     |       | 401           | -            | 401           | 2,811          |
| Volunteer costs                              |       | 1,011         | -            | 1,011         | 430            |
| Sundries                                     |       | 24            | -            | 24            | 91             |
| <b>Total payments</b>                        |       | <b>80,380</b> | <b>6,148</b> | <b>86,528</b> | <b>98,092</b>  |
| <b>Net receipts / (payments)</b>             |       | <b>5,652</b>  | <b>(801)</b> | <b>4,851</b>  | <b>(9,453)</b> |
| Transfers between funds                      |       | 31            | (31)         | -             | -              |
| <b>Net movement in funds after transfers</b> |       | <b>5,683</b>  | <b>(832)</b> | <b>4,851</b>  | <b>(9,453)</b> |
| <b>Cash fund balances brought forward</b>    |       | <b>4,731</b>  | <b>1,249</b> | <b>5,980</b>  | <b>15,433</b>  |
| <b>Cash fund balances carried forward</b>    | (3)   | <b>10,414</b> | <b>417</b>   | <b>10,831</b> | <b>5,980</b>   |

**Pudsey Wellbeing Charity**  
**Statement of assets and liabilities**  
**as at 31 March 2019**

|                         | 2019          | 2019       | 2019          | 2018         |
|-------------------------|---------------|------------|---------------|--------------|
|                         | Unrestricted  | Restricted | Total         | Total        |
|                         | £             | £          | £             | £            |
| <b>Cash funds</b>       |               |            |               |              |
| Cash at bank            | 10,414        | 417        | 10,831        | 5,980        |
| Cash in hand            | -             | -          | -             | -            |
| <b>Total cash funds</b> | <u>10,414</u> | <u>417</u> | <u>10,831</u> | <u>5,980</u> |

**Liabilities**

|                         |  |  |            |
|-------------------------|--|--|------------|
|                         |  |  | £          |
| Independent examination |  |  | 480        |
|                         |  |  | <u>480</u> |

**Approval of the accounts**

The financial statements were approved by the board of trustees on

Date: .....

Signed: ..... (Trustee)

Name .....

# **Pudsey Wellbeing Charity**

## **Notes to the accounts**

### **for the year ended 31 March 2019**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Pudsey Wellbeing Charity**  
**Notes to the accounts continued**  
**for the year ended 31 March 2019**

| 2 Grants and donations  | 2019               | 2019             | 2019         | 2018          |
|-------------------------|--------------------|------------------|--------------|---------------|
|                         | Unrestricted funds | Restricted funds | Total funds  | Total funds   |
|                         | £                  | £                | £            | £             |
| LCC Wellbeing Fund      | -                  | -                | -            | 3,289         |
| LCC Youth Activity Fund | -                  | 2,666            | 2,666        | -             |
| YBS Charitable Trust    | -                  | -                | -            | 1,500         |
| Groundwork              | -                  | -                | -            | 1,000         |
| Donations               | 6,674              | 500              | 7,174        | 41,615        |
|                         | <u>6,674</u>       | <u>3,166</u>     | <u>9,840</u> | <u>47,404</u> |

| 3 Restricted funds      | Balance b/f  | Incoming     | Outgoing     | Transfers   | Balance c/f |
|-------------------------|--------------|--------------|--------------|-------------|-------------|
|                         | £            | £            | £            | £           | £           |
| Leeds Inspired/Arts     | 1,835        | 1,707        | 3,511        | (31)        | -           |
| LCC Youth Activity Fund | (586)        | 3,640        | 2,637        | -           | 417         |
|                         | <u>1,249</u> | <u>5,347</u> | <u>6,148</u> | <u>(31)</u> | <u>417</u>  |

**Fund name**

**Purpose of restriction**

Leeds Inspired/Arts

Original grant received in 2017 for the costs of running the Arts Programme. All incoming funds in 2019 have come from group subscriptions; the small end of year balance was transferred to unrestricted funds.

LCC Youth Activity Fund

To provide workshops for young people during the Youth Café sessions. Grants of £2,666 supplemented by a donation of £500 and £474 raised by the young people.

**4 Trustee expenses**

No trustee received any expenses during this year or the previous year.

**5 Related party transactions**

There were no related party transactions during this year or the previous year.